

Montana Options: Account Creation, Scheduling and Payments

Creating a Candidate Account:

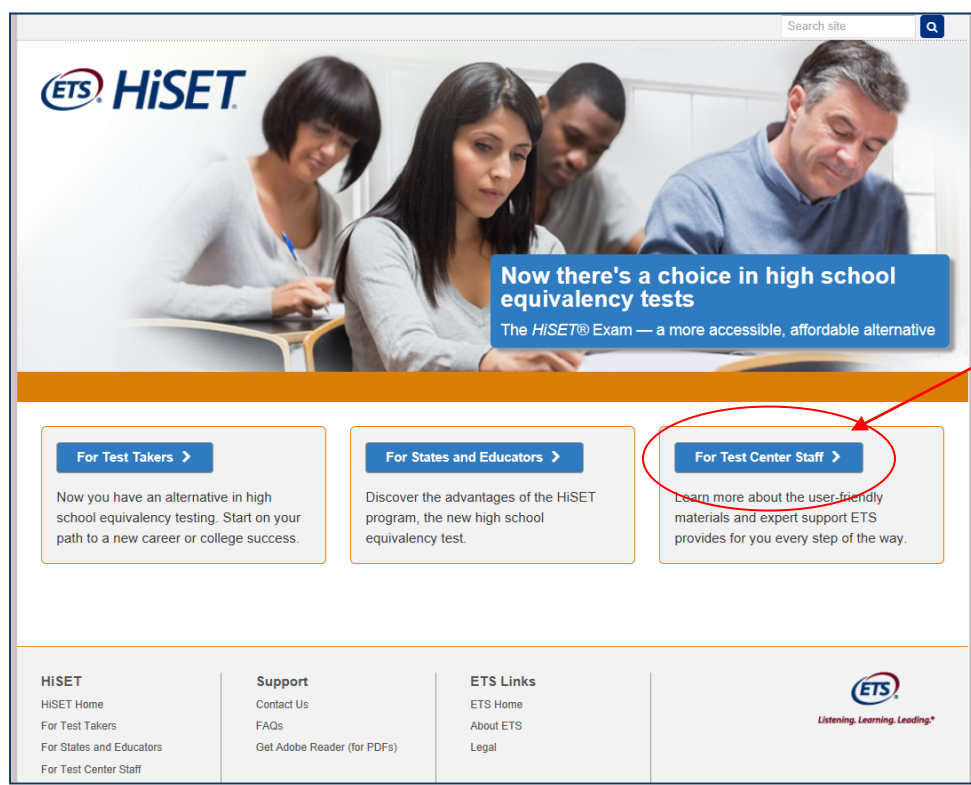
To register test takers, go to www.hiset.ets.org.

You are encouraged to review these procedures before attempting to register your students, in order to be prepared with all of the necessary information to create and record your test taker profiles.

Before you begin, it is best if you have created a log to collect each test taker's username, password and Test Taker ID as you complete the registration process.

To register test takers, go to www.hiset.ets.org.

Screen 1:



Search site

ETS HiSET

Now there's a choice in high school equivalency tests
The HiSET® Exam — a more accessible, affordable alternative

For Test Takers >
Now you have an alternative in high school equivalency testing. Start on your path to a new career or college success.

For States and Educators >
Discover the advantages of the HiSET program, the new high school equivalency test.

For Test Center Staff >
Learn more about the user-friendly materials and expert support ETS provides for you every step of the way.

HiSET
HiSET Home
For Test Takers
For States and Educators
For Test Center Staff


Support
Contact Us
FAQs
Get Adobe Reader (for PDFs)

ETS Links
ETS Home
About ETS
Legal

ETS
Listening. Learning. Leading.®

Click here


Screen 2:



[My HiSET Account](#) | [FAQs](#) | [Contact Us](#)

FOR TEST CENTER STAFF

[Home](#)
[About](#)
[Supporting Test Takers](#)
[Test Administration](#)
[Scores](#)
[Resources](#)



The HiSET® Exam — ETS's Affordable, Accessible New High School Equivalency Alternative

Educational Testing Service (ETS) and Iowa Testing Programs (ITP), two highly respected nonprofit assessment organizations, are committed to supporting test centers that offer the new ETS HiSET® program. We share your belief that out-of-school youth and adults deserve a pathway to higher education and career opportunities.

States use their existing test center network to administer the HiSET program. We provide state-selected test centers with user-friendly materials and assistance every step of the way to make the transition as smooth as possible.

Currently, the HiSET program is administered in the following states:

- Iowa
- Louisiana
- Maine
- Missouri

Important Updates

ETS offices in the U.S. will be closed February 17

ETS Office Closures Due to Inclement Weather

My HiSET® Account

Order test materials, print test day rosters, help test takers and more.

[Sign In](#)

HiSET Tools

- [Test at a Glance \(PDF\)](#)
- [Sample Questions \(PDF\)](#)
- [Practice Tests](#)
- [Study Companion \(PDF\)](#)

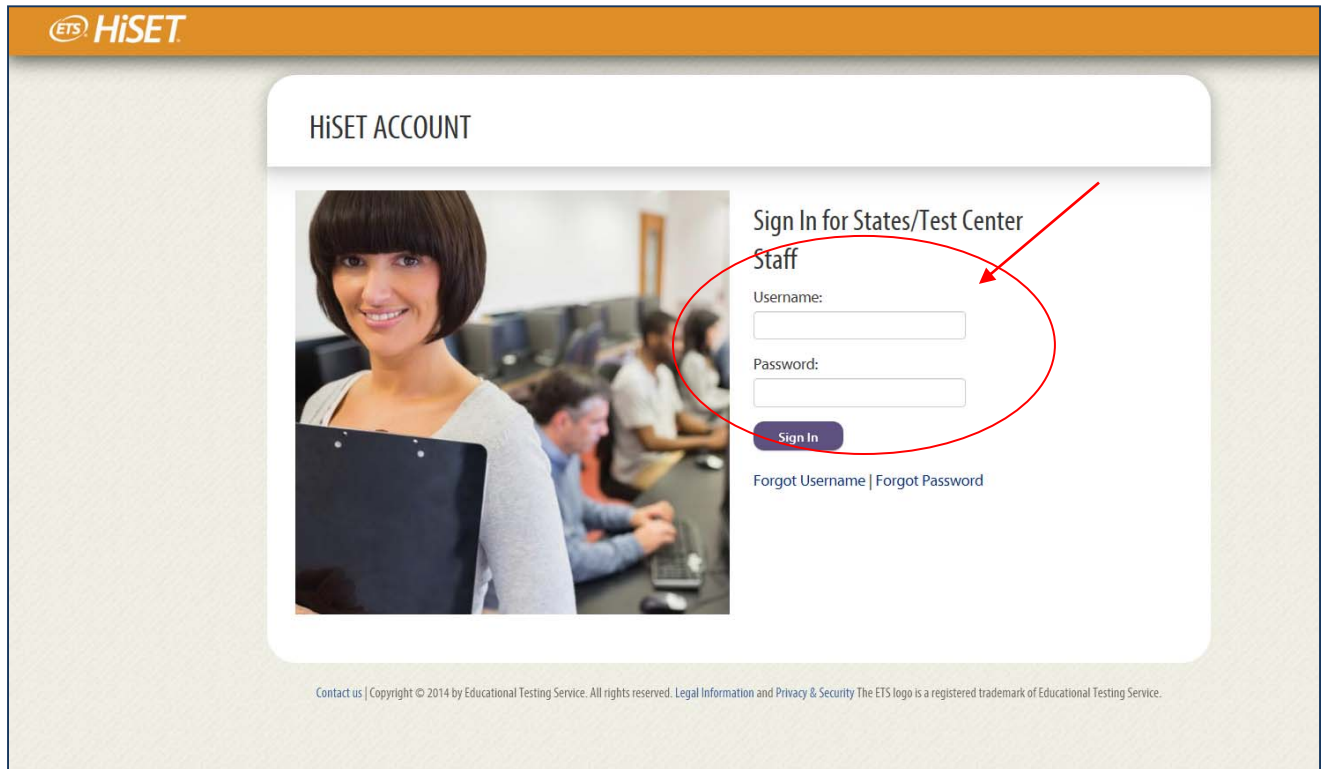
HiSET News >

[That's 10: New Jersey is 10th](#)

Click "Sign In"

Screen 3:

Enter your Username and (temporary) Password:



HiSET ACCOUNT

Sign In for States/Test Center Staff

Username:

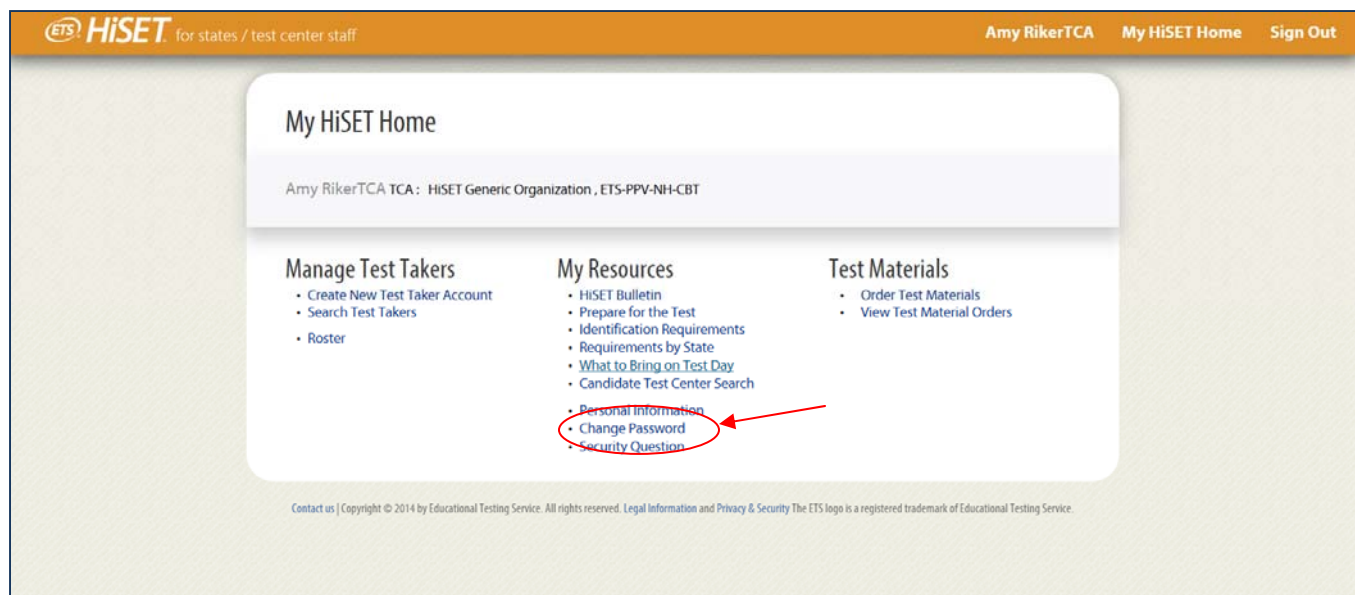
Password:

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

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You will be prompted to create a new password.



The screenshot shows the 'My HiSET Home' page for a user named Amy RikerTCA. The page has an orange header with the ETS HiSET logo and navigation links: 'Amy RikerTCA', 'My HiSET Home', and 'Sign Out'. Below the header, the page title 'My HiSET Home' is displayed, followed by the user's name and organization: 'Amy RikerTCA TCA: HiSET Generic Organization, ETS-PPV-NH-CBT'. The main content area is divided into three columns: 'Manage Test Takers', 'My Resources', and 'Test Materials'. Under 'My Resources', the 'Change Password' link is circled in red with an arrow pointing to it. At the bottom, there is a small copyright notice: 'Contact us | Copyright © 2014 by Educational Testing Service. All rights reserved. Legal Information and Privacy & Security The ETS logo is a registered trademark of Educational Testing Service.'

ETS **HiSET** for states / test center staff

Amy RikerTCA My HiSET Home Sign Out

My HiSET Home

Amy RikerTCA TCA: HiSET Generic Organization, ETS-PPV-NH-CBT

Manage Test Takers

- Create New Test Taker Account
- Search Test Takers
- Roster

My Resources

- HiSET Bulletin
- Prepare for the Test
- Identification Requirements
- Requirements by State
- What to Bring on Test Day
- Candidate Test Center Search
- Personal Information
- **Change Password**
- Security Question

Test Materials

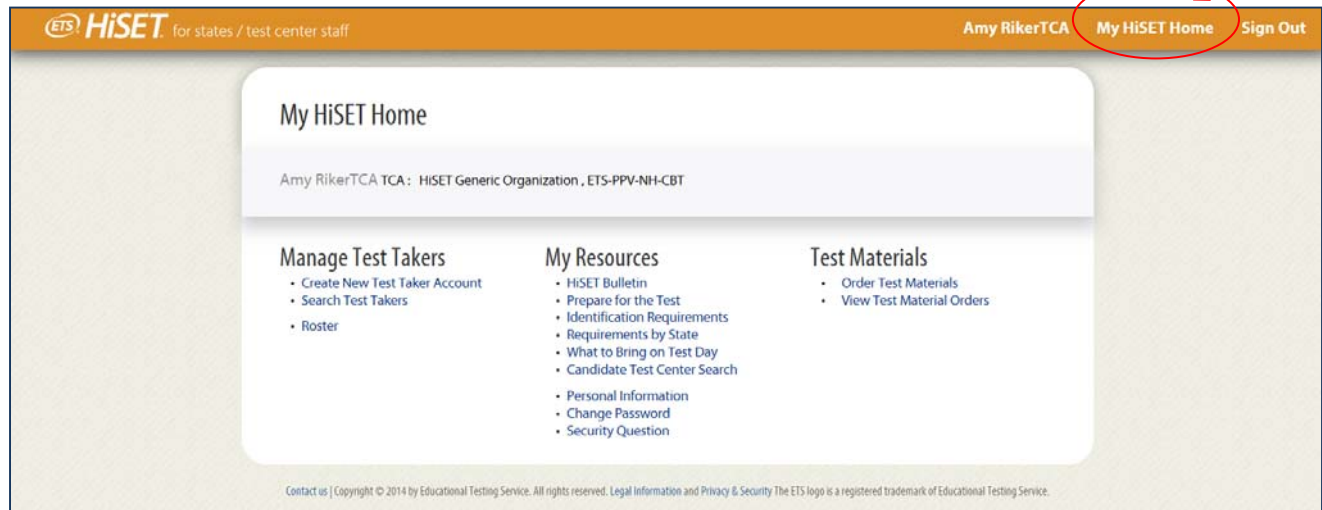
- Order Test Materials
- View Test Material Orders

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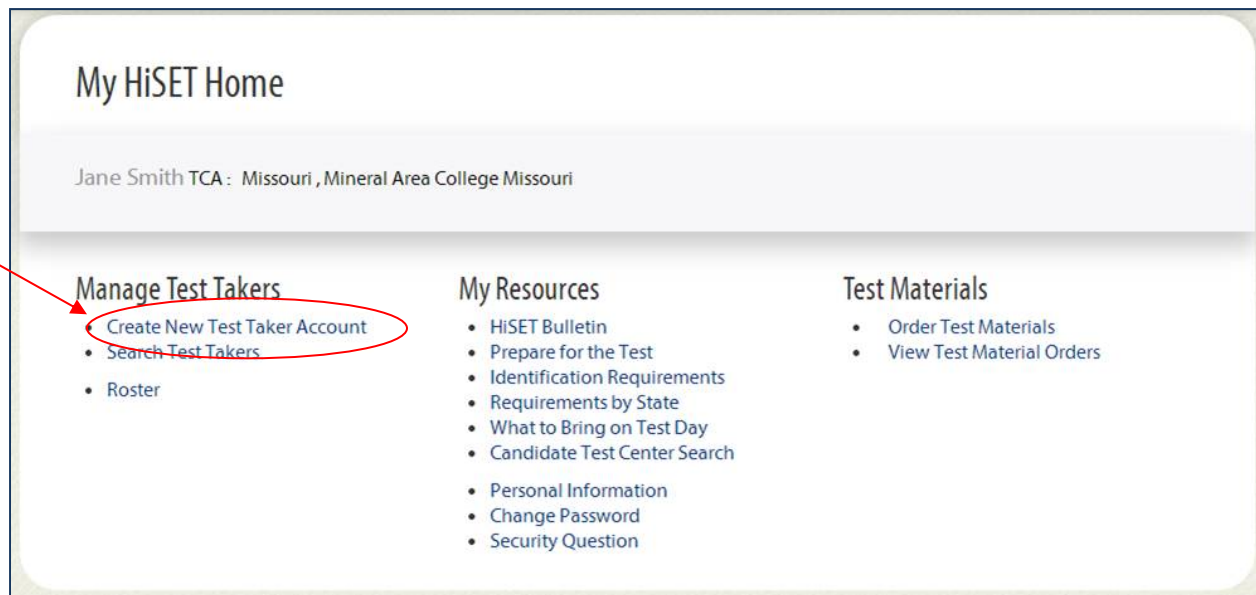
You can also change your password at any time, by clicking on “[Change Password](#)” found under the “My Resources” heading on the “My HiSET Home” page.

Next, you will create a profile for each test taker.

To begin, return to the My HiSET home page, by clicking on the button at the top right corner:

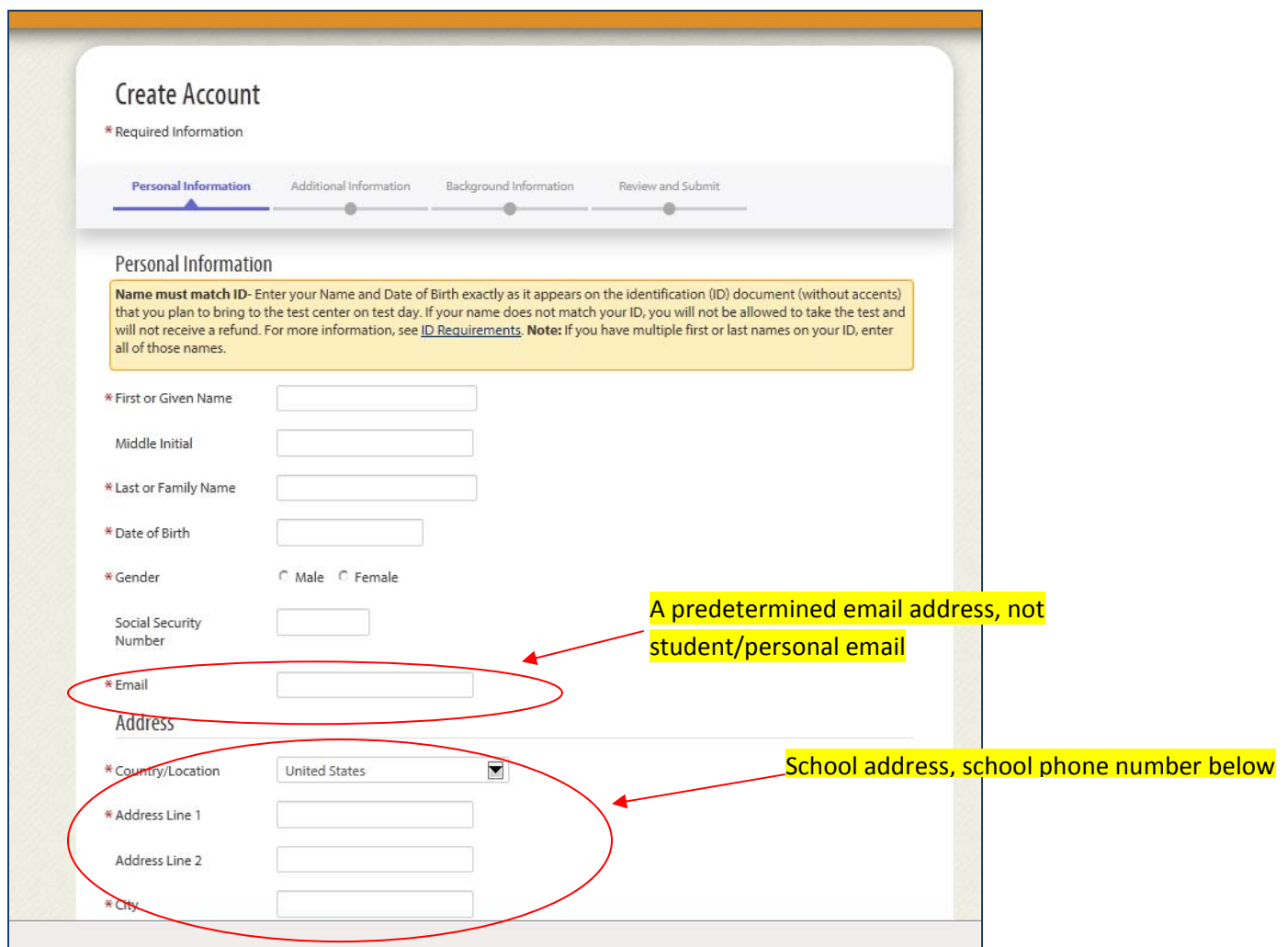


Select “Create new Test Taker Account” under “Manage Test Takers”



This brings you to the “Create Account” page. Here, you will enter Test Taker Name, Date of Birth, and Gender. It is strongly recommended you enter their Social Security

number, if they have one. **NOTE: You will enter a predetermined email address.** This address could be your work email account, but we recommend your school creates a general email account specifically for HiSET testing, as you will receive testing and payment email confirmation for each test taker. Additionally, it is VERY important you enter your school's address and phone number for each test taker. You may use the same email address for up to 150 Options candidates without affecting system productivity (slowing of system, etc.).



Create Account

* Required Information

Personal Information Additional Information Background Information Review and Submit

Personal Information

Name must match ID- Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see [ID Requirements](#). **Note:** If you have multiple first or last names on your ID, enter all of those names.

* First or Given Name

Middle Initial

* Last or Family Name

* Date of Birth

* Gender ☐ Male ☐ Female

Social Security Number

* Email

Address

* Country/Location

* Address Line 1

Address Line 2

* City

A predetermined email address, not student/personal email

School address, school phone number below

Special Note: As you enter additional students, you may receive the following popup message, **“Our records indicate that this may be a duplicate account.”**

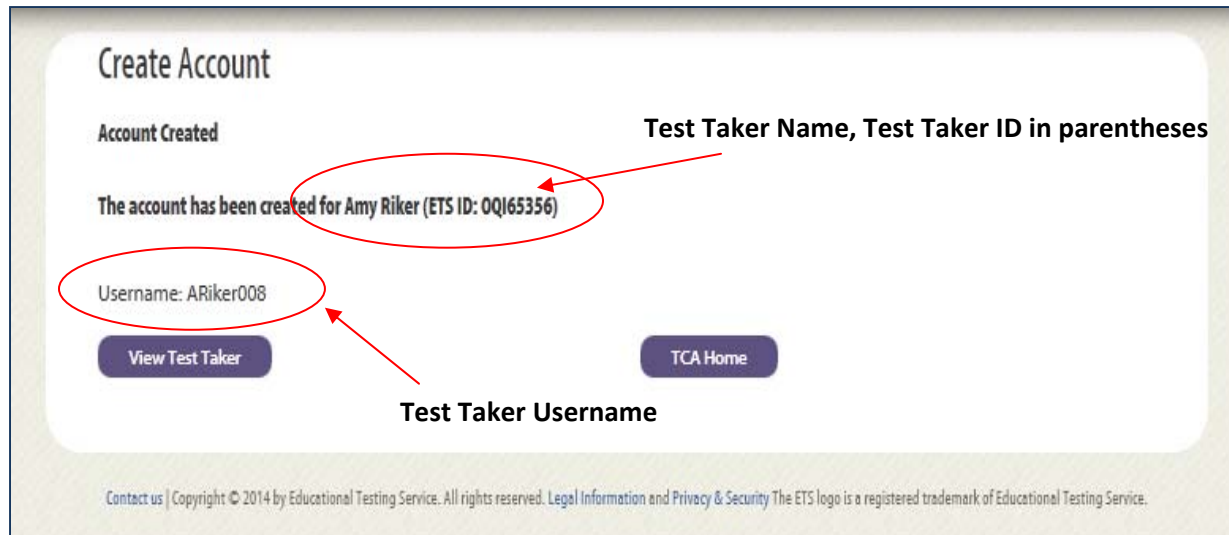
This is because you are using the same contact information for each student (email/address/phone). Confirm you have not already registered the student by reviewing their name and date of birth, and then click the **“override”** button in the lower right hand corner.

Additional information will be requested on the next screen. Selecting a preferred language does not lock a test taker into taking the assessment in either language. Testing Language may be adjusted at a later time.

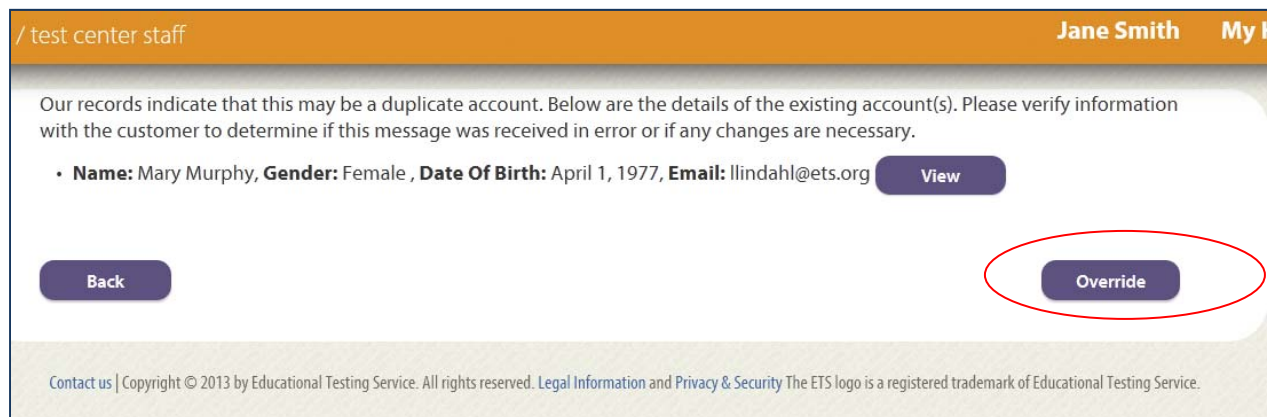
After you have entered personal and additional information, you will be directed to the **“Background Information”** page.

The next screen, **“Account Created”** is the only screen that will give you the **Test Taker ID**. You do not want to navigate away from this page without logging the Test Taker ID with the Username, also found on this page. ***Please treat this information as private and confidential.***

You will use the **Test Taker ID** to search and find test taker information on the website.



Since the same email address will be used for all of your test takers, you will receive a duplicate message error. Click **“Override”** in the lower right corner.

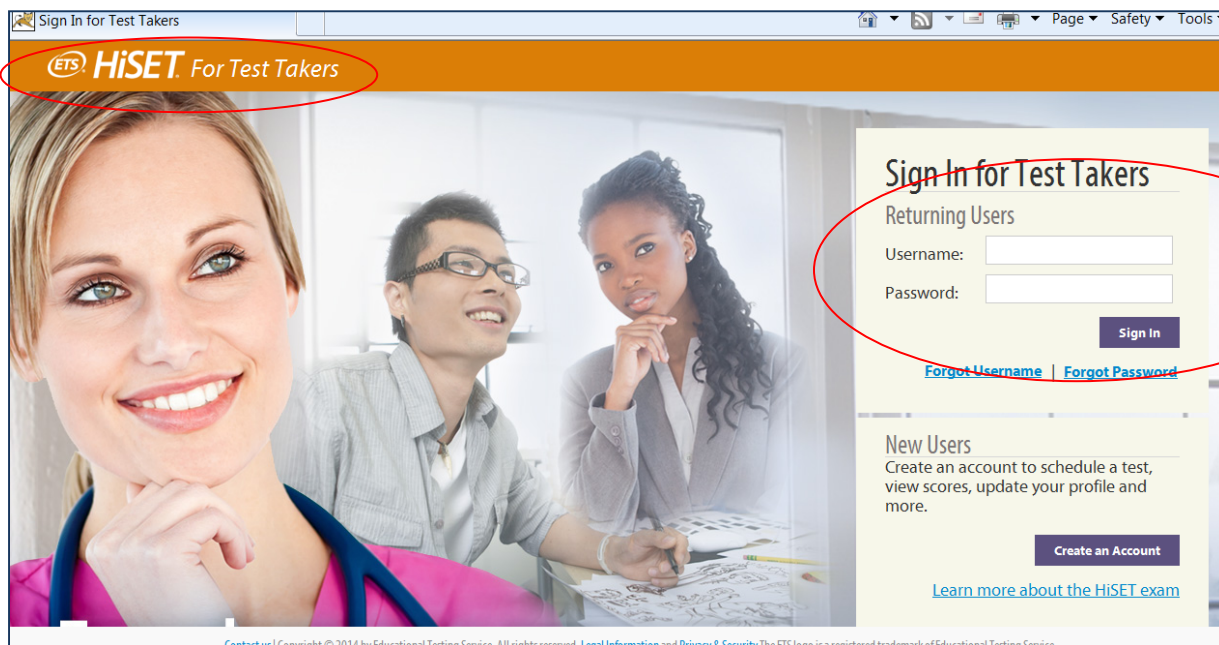


To repeat the registration process for additional test takers, click on “TCA Home” in the bottom right corner or “My HiSET Home” in the top right corner. You will again select, **“Create Test Taker Account”**, under the “Manage Test Takers” heading. Repeat this process until all test takers are registered. This process will generate two emails for each test taker you register- one with the username and one with a temporary password.

Scheduling an Options Candidate in Montana:

*** For students requiring disability accommodations during testing, the standard accommodations approval process must be followed. For more information, please visit our website at <http://www.hiset.ets.org/take/disabilities/>, or call Disability Services at 1-855-802-2748.

To begin scheduling students, log out of your Test Administrator account. Simply closing the browser does not log you out of the site. Re-enter the site and click on “HiSET for Test Takers”. Sign into each test taker (candidate) profile using the test taker username and password generated by your registration. Change the temporary password when prompted. Use the same permanent password for each test taker.



Sign In for Test Takers

ETS HiSET For Test Takers

Sign In for Test Takers

Returning Users

Username:

Password:

Sign In

[Forgot Username](#) | [Forgot Password](#)

New Users

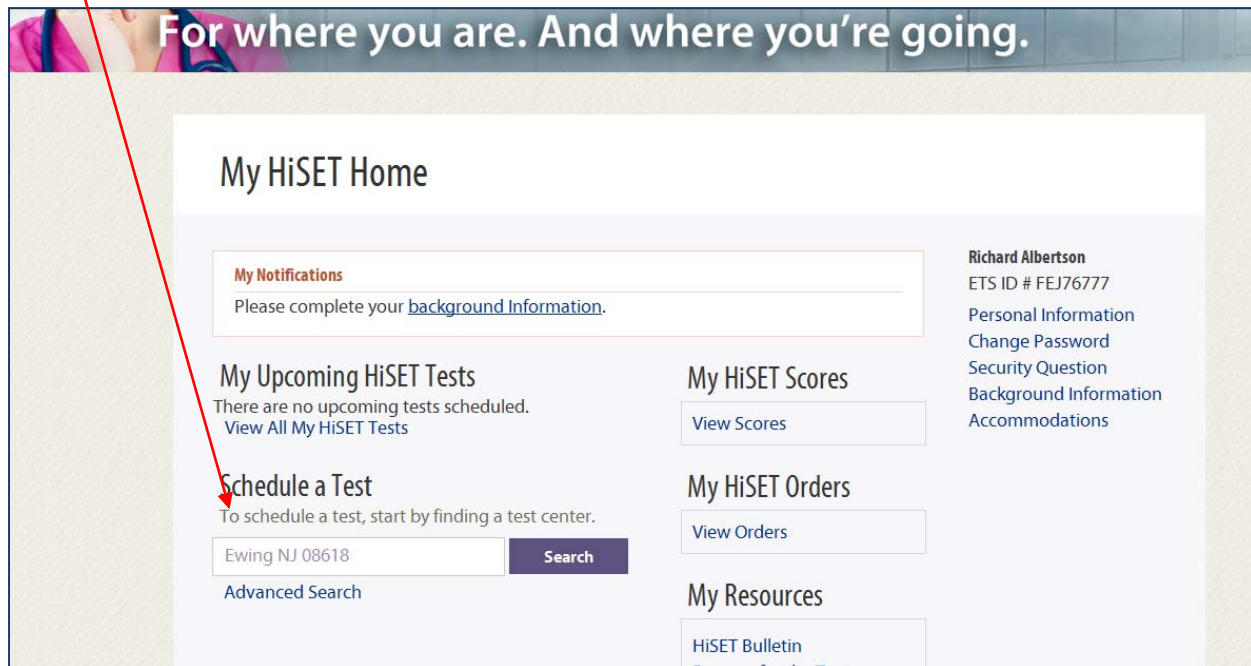
Create an account to schedule a test, view scores, update your profile and more.

Create an Account

[Learn more about the HiSET exam](#)

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Find a test center:



For where you are. And where you're going.

My HiSET Home

My Notifications

Please complete your [background information](#).

My Upcoming HiSET Tests

There are no upcoming tests scheduled.

[View All My HiSET Tests](#)

Schedule a Test

To schedule a test, start by finding a test center.

[Advanced Search](#)

My HiSET Scores

[View Scores](#)

My HiSET Orders

[View Orders](#)

My Resources

[HiSET Bulletin](#)

Richard Albertson

ETS ID # FEJ76777

[Personal Information](#)

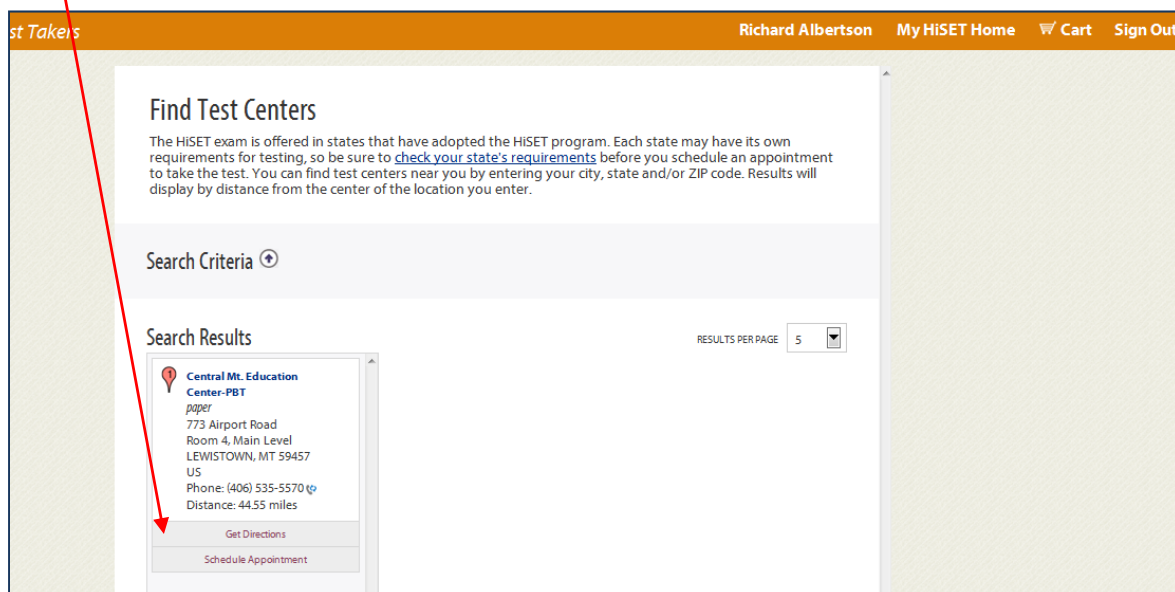
[Change Password](#)

[Security Question](#)

[Background Information](#)

[Accommodations](#)

Once you receive your results, select the test center of your choice and click on “Schedule Appointment”.



Find Test Centers

The HiSET exam is offered in states that have adopted the HiSET program. Each state may have its own requirements for testing, so be sure to [check your state's requirements](#) before you schedule an appointment to take the test. You can find test centers near you by entering your city, state and/or ZIP code. Results will display by distance from the center of the location you enter.

Search Criteria ⬇

Search Results

RESULTS PER PAGE 5

Central Mt. Education Center-PBT

paper

773 Airport Road
Room 4, Main Level
LEWISTOWN, MT 59457
US
Phone: (406) 535-5570
Distance: 44.55 miles

[Get Directions](#)

[Schedule Appointment](#)

Please be sure to read all of the information provided before you schedule an appointment to ensure you are ready to complete the scheduling process. State specific information is also included for your information.

ETS HiSET For Test Takers

Richard Albertson My HiSET Home

Before You Schedule HiSET Appointments

Before you schedule a HiSET appointment online, please review the following information and indicate your agreement to the policies below. After agreeing to the policies below, you may be asked to sign in to your HiSET account or create an account if you do not already have one.

The HiSET Battery Option - After you select your test(s), test dates and times, you will have the option to buy a battery of all 5 subtests at a discount rate. For more information, see [What Is a Battery?](#)

Payment - Be sure to have a credit/debit card (American Express®, Discover®, MasterCard®, VISA®, and JCB), your PayPal™ account or electronic check information ready. Test fees vary by state. Some states and/or test centers may charge an additional fee.

Disability Accommodations - If you have a disability or health-related need and require testing accommodations, you must request your accommodations through ETS and schedule your appointment through an ETS representative. You cannot schedule your appointment online. See [how to request disability accommodations](#).

State Requirements

Please read and agree to the eligibility requirements below. If you do not meet these requirements, you may be able to [find another test center](#) in a different state (if you meet those requirements).

Montana Eligibility Requirements

- **Age:** You must be at least 17 years of age to take the HiSET exam and not be enrolled in high school.
- **Residency:** You must be a resident of Montana to take the HiSET exam at a test center in Montana. You will need to provide proof that you live in Montana with a valid driver's license or other proof of residency. [Contact your state office](#) for information about proof of residency. If testing on a military installation or in a federal correctional institution, you must claim Montana as your state of residency.
- **Identification:** You must present identification on test day at the HiSET test center. A valid driver's license, passport, military ID, or other form of government issued (national or foreign) identification that shows

Once you have read all of the information provided, please click the boxes stating you agree to the state requirements and policies provided, and click “next”.

or expired identification will not be accepted.

- **Additional Requirements for Applicants 17 or 18 Years of Age:** You must provide your HiSET test center with documentation of one of the following stipulations prior to testing:
 - Letter of approval on school letterhead, originally signed by the chief education officer of the last school attended documenting your last school enrollment
 - Letter of documentation on school letterhead, originally signed by the chief education officer indicating your high school class has been graduated
 - Letter of documentation on school letterhead, originally signed by the chief education officer in the public school district in which you currently reside, certifying you have not enrolled in the public school and have been advised of local in-school options (this condition limited to applicants who last attended school out of state and are able to demonstrate the inability to obtain official withdrawal document for the last school attended)
- See [additional requirements for your state.](#)

☐ Yes, I have read, understand and agree to the eligibility requirements for my state or agency.

ETS HiSET Testing Policies

Please read the policies concerning HiSET test administration, fee payment and score reporting found in the [HiSET Test Taker Bulletin](#) and review the [ETS Terms and Conditions](#) and [Privacy and Security Policy](#). Your test scores may also be viewed by the department of education in the state where you take the HiSET exam and by approved test center staff.

☐ Yes, I have read, understand and agree to the ETS Terms and Conditions and the ETS Privacy and Security Policy, and I agree to allow access to my test scores as described above.

After clicking “next”, you should see the “schedule new appointment for...” screen:

Schedule New Appointment for Richard Albertson

Personal Information

Name must match ID- Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see [ID Requirements](#). **Note:** If you have multiple first or last names on your ID, enter all of those names.

First Or Given Name	Richard	Edit
Middle Initial		
Last Or Family Name	Albertson	
Date Of Birth	December 4, 1968	
Gender	Male	
Email	ralbertson@ets.org	
Country/Location	United States	
Address Line 1	1425 Lower Ferry Road	
Address Line 2		
City	Ewing	
State	New Jersey	
ZIP Code	08618	
Primary Phone	(609) 359-7646 (Landline)	
Alternate Phone		

Cancel

Next

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Make the appropriate edits as needed, and click “next”. If no edits are needed, click “next”.

On the “Schedule new appointment” screen, select the date you would like to schedule your test:

Available dates will be highlighted

HiSET For Test Takers
 Richard Albertson My

Schedule New Appointment

Appointment Information

* Required Information

Test Center: Central Mt. Education Center-PBT, 773 Airport Road Room 4, Main Level null, LEWISTOWN, MT 59457 ([Change Test Center](#))

* Test Language: ☒ English ☐ Spanish

Test Delivery Method: Paper

* Test Date and Time:

August 2014
 September 2014
 October 2014

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

* Select Tests : Please select a date from the calendar before choosing a test to schedule.

Cancel
Add To Cart

After choosing your date, a drop down menu of available times and tests will appear. Select your test from the drop down menu provided, and click “add to cart” when completed.

Test Center: Central Mt. Education Center-PBT, 773 Airport Road Room 4, Main Level null, LEWISTOWN, MT 59457 ([Change Test Center](#))

*Test Language: ☒ English ☐ Spanish

Test Delivery Method: Paper

*Test Date and Time:

☒ **August 2014**

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014 ☐

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Date Selected : September 17, 2014

*Select Tests :

Select the tests you want to take during the times available below. Once you have finished, select Add to Cart. You can review your appointments, schedule more appointments, or checkout from the shopping cart.

Test Start Time	Test Title
08:00 AM	No Test Selected <input type="button" value="v"/>
09:30 AM	No Test Selected <input type="button" value="v"/>
11:00 AM	No Test Selected <input type="button" value="v"/>
01:30 PM	No Test Selected <input type="button" value="v"/>
02:00 PM	No Test Selected <input type="button" value="v"/>

Cancel

Add To Cart

Review your cart to confirm your purchase. This screen will allow you to choose to buy the HiSET battery of subtests or to purchase individual subtests. At the bottom of this screen, you will click on “checkout”.

Review Your Cart

- Please review all information below for accuracy before submitting.
- Once you submit your order, if you cancel a test up to 3 full days before the test date, you will receive a refund of half the test or battery fee (if applicable). If you have already taken one test in your battery, you are not eligible for a refund. Any state or test center fees are non-refundable.
 - You can reschedule your test up to two times at no extra charge. After that, there is a rescheduling fee.
 - See [reschedule policies](#) and [cancellation policies](#)

Appointments

[Schedule More Appointments](#)

Montana Battery

You can buy a battery of 5 tests in Montana for \$50.00. Additional state and test center fees may apply. Purchasing a battery of tests includes 2 retakes per test. You can schedule any tests now, and then schedule any remaining tests within 12 months from the day you place this order.

You can buy individual subtests at \$15 ETS fee plus state/testing center fee (5 x \$15 = \$75, total cost after five subtests, not including state and testing fees). Retakes are \$15 plus any additional state/testing fees; there are no free retakes.

- ☒ Yes, I would like to buy a battery of 5 tests for \$50.00
- ☐ No, I would like to schedule individual appointment(s) - \$15.00 per test

Appointment:

[Reading - Language Arts] ([Edit](#))

[*Remove](#)

Test Center: Central Mt. Education Center-PBT

Test Language: English

Test Date and Time: September 17, 2014 08:00 AM

Test Delivery Method: Paper

Test Price: \$15.00
\$0.00
included in battery




Montana Battery Subscription: \$50.00

Choose your method of payment information and click “BUY”.

[Return to Home page.](#)

Payment Details		Shipping Information	
Currency	USD	First/Last Name:	Richard Albertson
Amount	\$0.00	Company:	
View amount in a different currency (reference only)		Street Address 1:	1425 Lower Ferry Road
		Street Address 2:	
		Country:	US
		City:	Birling
		State/Postal Code:	NJ 08618
		Phone Number:	609397646
		Email Address:	ralbertson@ets.org

Payment Method

	Pay with a Credit Card, or Debit Card with a Visa/MasterCard logo
	Have funds transferred directly from your bank account. Must be a US Bank.
	Pay using PayPal What is PayPal?

[Continue](#)


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[Return to Home page.](#)
[Select a Different Method of Payment](#)

Payment Details		Shipping Information	
Currency	USD	First/Last Name:	Richard Albertson
Amount	\$0.00	Company:	
View amount in a different currency (reference only)		Street Address 1:	1425 Lower Ferry Road
		Street Address 2:	
		Country:	US
		City:	Birling
		State/Postal Code:	NJ 08618
		Phone Number:	609397646
		Email Address:	ralbertson@ets.org

All fields in bold are required.


Credit Card



Credit Card Type: -- Select --

Credit Card Number:

Expiration Date: Month Year



Billing Information

☐ Use Ship To Name for Bill To Name

First/Last Name:

☐ Use Ship To Address for Bill To Address

Company:

Street Address 1:

Street Address 2:

Country: -- Select --

City:

State/Postal Code:

Phone Number:

Email Address:

[Buy](#)

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This completes your scheduling process.